

## DOE ARRA Amended Local Plan – Cover Page

Due Date **January 25, 2010**

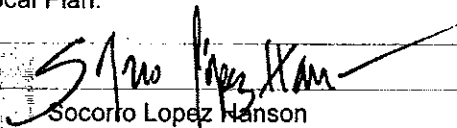
Email To **localplan@csd.ca.gov**

Contact for Questions

Agency Name	Community Action of Ventura County Inc
Contact Person	Socorro Lopez Hanson
Title	Executive Director
Phone Number	805-607-436-4028
Email	socorroh@ca-vc.org

Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Socorro Lopez Hanson
Title	Executive Director
Phone Number	805-436-4028
Email	socorroh@ca-vc.org
Date	January 19, 2010

CSD Approval

Approved by

Approval Date

## DOE ARRA Amended Local Plan

**Instructions** It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.

**General Plan**

Describe your current progress towards your local plan goals and ramp-up to increase capacity and outreach in anticipation of receiving the DOE ARRA Production contract.

Ramp up efforts have already been done for our DOE ARRA contract with CSD. Vehicles have been purchased earlier in the year and staff has been hired. With the additional funding from the ARRA program, more staff will need to be hired and more vehicles will need to be purchased. In addition, technical support and training activities are currently in process. All installers updated CAS training at the Community Action Partnership San Bernardino County facility and received additional online training and testing through the CSD online testing center. All Installers have been employed with CAVC for some time and have met all training requirements. Diagnostic equipment has been purchased and more will be added. We have received numerous applications to fill the various necessary positions required. Our facility has ample room to expand and grow. Conversations are currently being conducted to move forward with expansion of several areas of our facilities.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?

Yes

If not, what % of the allocation can you accept?

N/A

For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?

N/A

**Outreach to Potential Clients**

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

CAVC maintains twelve (12) satellite offices located throughout Ventura County. We have partnered with three (3) Family Resource Centers which target households with children under age six and Four (4) Senior Centers. These offices enable CAVC to serve those households that would otherwise have to drive a great distance from their neighborhoods to get assistance. Most of these organizations assist the public with completion of the required forms on a daily basis while the balances are assisted by our Outreach Workers on a monthly basis. All satellite office locations are printed on our brochure and customers are encouraged to visit the site closest to their home.

Advertisement through radio (both English and Spanish), local newspapers, handouts and flyers will be distributed in various residential areas, apartment complexes, churches, agencies and organizations. CAVC will also conduct presentations before various groups including senior centers, veterans groups, head start programs, churches, family resource centers and senior mobile home

parks.

**Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, potential partners, marketing plans, etc...**

Our objective is to gain additional outreach sites for the 2009/2010 service year which will target seniors and households with children under the age of 6. We will collaborate with Senior Mobile Home parks and "Neighborhoods For Learning" in our community to reach out targeted population. We are currently working with the utility companies regarding a "Whole Neighborhood Approach" which will provide a large number of eligible applicants to participate in the low-income weatherization program.

**Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.**

The utility companies have supplied us with numerous block grids regarding the whole neighborhood approach. We are currently canvassing these areas for potential customers that would qualify for AARA services. CAVC also has its own low income district maps to refer to for potential clients.

**Outreach to  
Elected  
Officials**

**Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.**

Our executive director is an elected official herself. She has and will continue to utilize her existing network to maximize our outreach efforts. CAVC also has four (4) elected officials on its board.

**Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...**

September 14, 2009, CAL-NEVA media outreach project (Fulfilling the Promise) was presented to the CAVC Board for their approval. After their blessing, preliminary interviews were done in at our agency in November and taping was conducted in December focusing on our various programs including the DOE ARRA program. We should be receiving the edited version in early February.

CAVC will continue to negotiate and purchase media spots and arrange to present this information to the County Board of Supervisors and various City Councils throughout the County.

**Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.**

Two representatives from our County Board of Supervisors attended our August Board Meeting to gain information on the DOE ARRA program

**Outreach to  
Potential  
Partners and  
Community**

**Describe how you will increase your outreach efforts to educate and inform the community at large and create an environment that fosters partnerships in your local community. If you are a multi-county agency, describe how this will be accomplished in each county.**

CAVC's web site has been updated with ARRA information in addition to the ARRA logo. The same logo is currently on the front of our building and on all our Weatherization vehicles. CAVC has been contacted by local union representatives in regards to partnership for unemployed workforce.

**Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...**

CAVC is in the process of completing our RFP specific to out sourcing contractual services. Complete documentation of sub contractor agreements regarding requirements to meet ARRA guidelines specific to sub contracting and material purchasing will be completed by 1<sup>st</sup> quarter 2010

**Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.**

Working sub contract agreements have been modified and were presented to the CAVC Board on October 12<sup>th</sup>.

**Quality  
Assurance**

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

**Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.**

Community Action of Ventura County will weatherize homes consistent with the priority criteria outlined in the DOE ARRA Contract. All qualified dwelling units and/or individuals applying for Weatherization Services shall be assessed for eligibility by income and prioritized by factors such as: at risk conditions such as medical emergency, combustion/safety hazards, energy in-efficiency, never weatherized, new clients, high energy burden and target or vulnerable group status. Services will be provided on a continuous basis until funds are depleted, goals are met, or contract ends.

Staff will prioritize all work to be scheduled based on the following factors: First priority will be given to households with a vulnerable population and family size that pay the highest portion of their income for energy. This also includes the elderly, disabled and children under the age of 5, households with a life threatening emergency, households with combustion/safety hazards and households with the highest energy burden. Secondary priority will be given to households that receive ECIP/HEAP services, and households with the most mandatory measures, dwelling type, owner vs. renter, and geographic demand.

Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.

Each eligible household will always receive energy education, pamphlets on lead and mold/moisture in the home in addition to all feasible measures to be installed and meet DOE criteria for cost effectiveness and CSD installation standards. Our current crews have many years of experience in this field. Quality assurance is always a high priority. Quality assurance is conducted on each job and post inspections will be conducted on 100% of those jobs. Health & Safety is also a high priority in regards to carbon monoxide detection. Duct testing/sealing and blower doors are mandatory on every job.

All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.

Reports are generated on a monthly basis as required by CSD. Reports are double checked for accuracy and are submitted through EARS in a timely manner.

Describe in detail the applicable Action Items that will need to be addressed in order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

Since the AARA program is transparent, it is vitally important the information submitted be true and accurate. Inspections will be done in a timely manner to assure quality control and to assure that all AARA households receive all measure that they are entitled to. An additional supervisor and a contract compliance coordinator have been hired to oversee the AARA program. We will be hiring at least one field inspector also. Our Program Administrator will work with managers and fiscal staff to assure that reports are accurate on submitted on a timely basis.

**Workforce  
Development**

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	3
Program Management	2
Program Support	3
Intake	2
Outreach	7
Other - Installers	7

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	0
Program Management	0
Program Support	0
Intake	0
Outreach	0
Other -	0

**Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.**

We have already hired more personal in all departments since the first Local Plan. We anticipate adding (1) more persons for Admin/Fiscal, (2) more outreach personnel, and (1) more support staff.

**Describe how you will develop partnerships with local workforce investment advocates in order to achieve the objectives outlined above.**

We have contacted several local county contractors to partner with for Weatherization services. We are still looking into this partnership adventure.

**Provide a timeline that corresponds to the above workforce development plan.**

The additional personal will be hired within the coming months. No timetable is currently set to sub-contract Weatherization services at this time. We will also be contracting for (1) independent quality assurance inspectors.

**Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.**

We will be looking to subcontract with additional HAVC, Plumbing and Glass contractors. With the additional funding, we will be required to replace or repair these services to more qualified households.

**Describe your action plan for outsourcing, including a description of the RFQ/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors.**

This information is described in our Davis/Bacon Wage Plan. Please refer to that for all information,

If you are not outsourcing any of your workforces, explain why.

N/A

**Other  
Subcontracting**

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors. See CAVC procurement attached.

**Vehicle &  
Equipment over  
\$5,000 per Unit**

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
Vehicles	5	18,000 EA.
Crew Member Trucks	2	33,000 EA.

**Barriers**

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

Our only barrier at this time is accruing funding to expand our current facility. This will need to happen in order to accommodate additional personnel to meet our contract obligations. We are currently looking at off site property to accommodate the CSBG portion of the ARRA contract. Our current facilities will continue to house the Weatherization part of the ARRA program and do not foresee any problems.

Describe what assistance you will need from CSD.

It would be great if CSD could provide assistance and guidelines for facility expansion. I'm sure that many agencies currently do not have the ability to expand

their facilities because of local codes and building limits. We have the ability to expand but the resources need to be acquired.

**Attached  
Document  
Checklist**

Document	Attached?
Ramp Up Schedule	Yes
Field Staff Training Logs for Agency Staff & Subcontractors	Yes
Diagnostic Equipment Log	Yes
Disclosure of Findings	Yes
Disclosure of Legal Proceedings	Yes

**Comments**

Enter any comments you wish to make relative to the Local Plan and ARRA.  
The Amendment 1 was signed and returned on January 12, 2010. The Davis/Bacon Wage Plan was submitted via e-mail on January 13, 2010